

April 29, 2013

Procedures Regarding Acceptance of Travel Expenses Paid by a Non-federal Source (31 USC 1353)

Except for “in kind” reimbursements (i.e., air fare, hotel rooms pre-paid by the non-federal source), an employee may not directly accept a travel reimbursement from a sponsoring organization. The reimbursement is accepted by the NLRB.

Reimbursable travel, including “in-kind” payments, must be approved and concurrence given *prior* to attendance at an event.

Note: Government employees may not solicit non-federal sources for travel reimbursement but may explain the process to a source if they are approached about such an arrangement.

Form NLRB-5475 authorizes the Agency to accept reimbursement of travel expenses from a non-federal source.

The following checklist provides the necessary steps for gaining approval and explains how to finalize travel vouchers:

1. Obtaining approval to accept travel reimbursement

- ☐ Access Form NLRB-5475 from the Forms Library. <http://vmprestdbshare/scm/Default.aspx>
- ☐ Complete the Form (all fields are required) before traveling.
- ☐ Attach to Form 5475, or upload to the Web Forms Library, documentation from the non-federal source which describes the event (official invitation to speak, agenda, etc.) and confirms its proposal to cover all or a portion of your travel expenses.
- ☐ Forward paper copy of Form 5475 or, if using electronic version, route through the Forms Library, along with supporting documentation, to your approving official for signature (*if in the Field, forward/route form to your Assistant GC*).
 - ***Your approving official will be identified on the form; if in the Field, your approving official is the Associate General Counsel for the Division of Operations-Management.***
- ☐ Forward or route Form 5475 and all supporting documentation to an Agency Ethics Official for concurrence that there are no conflicts.
 - *After the NLRB-5475 is approved and concurrence given by an Agency Ethics Official, it will be returned to you via your approving official (if in the Field, your AGC or DAGC will scan/fax the form back to you for your records).*

2. Enter Travel Authorization in E2

- ☐ Upload the approved NLRB 5475 as part of travel authorization.
- ☐ Enter the following note: *Expenses will be reimbursed by Non-Federal Source in accordance with 31 USC 1353.*

3. Submit Travel Voucher with receipts within 5 working days of returning to the office

- ☐ Attach all receipts to the voucher in E2 and submit for processing.
- ☐ Send a paper copy of Form NLRB-5475 to the NLRB’s Finance Branch and all original receipts to be paid by the non-federal source (some organizations require we submit an original copy of a receipt before they will provide reimbursement).
- ☐ Include documentation that shows any travel accommodation that was furnished “in kind”.

Note: In the event that a non-federal source offers to reimburse all or a portion of your travel after arriving at an event, you may submit the NLRB-5475 for approval within 7 working days of your return to the office. See APC 05-01 page 5 for details.